

Government of Newfoundland and Labrador

# Labour Market Partnerships

Program Guidelines



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**Available in alternate formats.**

Please contact Employment and Training Programs Division:

Email: [EmploymentPrograms@gov.nl.ca](mailto:EmploymentPrograms@gov.nl.ca).

Phone: 1-800-563-6600

## **1.0 Introduction**

The Labour Market Partnerships (LMP) program is designed to encourage, support and facilitate labour force adjustments and human resource planning activities that are in the public interest. The LMP program provides funding to encourage and support employers, employee/employer associations and communities in developing and implementing strategies for responding to labour force adjustments and meeting human resource requirements. The LMP program aims to address labour market issues through the facilitation of effective partnerships.

## **2.0 Eligibility**

### **2.1 Eligible Sponsors**

The Labour Market Partnerships program shall only be used to assist eligible organizations that are either:

1. Businesses;
2. Federal crown corporations and comparable provincial/territorial crown corporations;
3. Organizations;
4. Municipal governments;
5. Band/tribal councils; and
6. Public health and educational institutions.

All not-for-profit organizations that apply for funding shall have Director's Liability Insurance.

### **2.2 Eligible Activities**

The Labour Market Partnerships program may support activities related to human resource planning and labour force adjustment. Activities can include related research, development of human resource strategies, promotion of beneficial human resource and adjustment practices (best practices), coordination of community-based approaches to addressing labour market issues, short-term adjustment services for workers facing layoff and the creation of economic (employment) development plans and community marketing plans. Key characteristics of the program include:

1. Activities that focus on a labour market issue and be assessed as likely to have a positive impact on the labour market;
2. Activities that involve partnership;
3. Activities that involve the development or implementation of strategies for dealing with labour force adjustments and/or for meeting human resource requirements;
4. Funding that is finite in nature. Although a series of agreements may be signed with the same sponsor, each agreement shall state specific project outcomes and timeframes and not be reliant on a future agreements for success; and
5. Activities that assist people who are in the labour market or about to enter into the labour market.

Some examples of eligible initiatives include:

1. Development and dissemination of labour market information needed for purposes of labour force adjustment or human resource planning (e.g., job fair to raise

- awareness of employment opportunities within a sector or geographic area and to connect employers anticipating skill shortages with potential workers);
2. Planning for maintenance of a skilled workforce in a particular sector (supporting productivity and sector competitiveness) through the identification of anticipated training needs and establishment of a plan to ensure that employee skills are maintained. Partners in such a project may include representatives of employers in the sector, union, municipal and the education and training sector;
  3. Planning for maintenance of a skilled workforce through a broad community study of options, such as training, promotions, job rotation, re-alignment of responsibilities, retention approaches, succession planning and recruitment;
  4. Assisting a community with the development of a strategy to prepare for future skills requirements and prevent skills shortages. This strategy may include identification of available skills in the community, indication of the need for new training options and development of a plan to increase the participation of groups that are under-represented in the work force. Local educational or training institutions would typically be a partner in such a project;
  5. Funding the development of partnerships to ensure the provision of labour market information and guidance concerning anticipated skills needs, to educational institutions (such a project should provide advice to all relevant educational institutions. Care should be taken not to duplicate or displace this existing work of educational institutions or established sector councils);
  6. Funding activities that heightens awareness of labour market trends and requirements;
  7. Assisting an employer association in a growth sector with the development of an information campaign about future job prospects and/or the development of a strategy to recruit employees from other geographic areas where there may be a skills surplus;
  8. Supporting the development of a human resource plan for an employer or group of employers facing expansion (such assistance to a single employer may only be provided in situations where it is deemed that any resulting competitive advantage that may be experienced by the employer is incidental to the labour market benefit);
  9. Funding a business association to canvass local employers regarding hiring projections during a peak season. Activities may include determining which companies need assistance in recruiting staff, developing recruitment plans and identifying short-term housing availability;
  10. Assisting an employer association with the development of its member's capacity for human resource planning and interviewing and employee selection, through the development of materials, provision of seminars and other awareness activities;
  11. Funding activities related to engaging key partners needed to address a labour market issue, including preliminary coordination of activities of the partnership and establishment of supports necessary for continuation of the effective partnerships (e.g., supporting the establishment of a community steering committee with representatives from business, education, labour and government);
  12. Improving a community's capacity to meet labour force needs by funding a study identifying potential for diversification of the economy, where it is deemed that the basis of the economy is vulnerable.

The Labour Market Partnerships program does not provide direct financial assistance to insured participants, individuals who are unemployed or individuals who are threatened by imminent job loss.

Some examples of ineligible activities are:

1. Subsidizing an organization or a business in any way other than to assist with planning for human resource requirements and assisting employees facing job loss. This includes:
  - a. Business set-up, operating costs or capital acquisitions;
  - b. Research related to new products or product development;
  - c. Research related to accessing new markets or marketing of their products or services;
  - d. Obtaining ISO certification;
  - e. Activities to address union-management collective bargaining issues;
  - f. Activities that address business operational issues or business planning;
  - g. Survival planning for a threatened company; or
  - h. Creating new organizations or branches of organizations, or providing funding for the core activities of organizations;
2. Funding conferences, except where it is clearly demonstrated that the outcome will improve the capacity of employers/communities to deal with human resource requirements and/or implement labour force adjustments;
3. Supporting community development or community capacity building other than that which is focused on addressing an identified labour market issue. This includes:
  - a. Assisting communities to address social issues such as addiction or mental health problems, parenting skills and child care challenges;
  - b. Assisting communities to develop infrastructure, such as buildings and tourist sites;
  - c. Assisting communities to develop services such as transportation systems, health services, policing services and literacy programs; or
  - d. Assisting community interest groups and organizations to build their overall capacity (e.g., to address their mandate or increase membership);
4. Planning for economic development that is not in response to an identified labour market issue. This includes:
  - a. Community economic development planning that does not have commitment and involvement of key partners, including municipal and provincial governments;
  - b. General on-going activities associated with economic development, such as regional/local economic development offices and staff; or
  - c. Implementation of economic development strategies, such as offering financial incentives to attract new business;
5. Delivering employment services and interventions for unemployed clients. This includes:
  - a. Supporting the delivery of another program; or
  - b. Delivery of employment services to employed individuals, unless they are facing job loss, in which case they can be assisted to adjust;
6. Carrying out any activities in which the federal government or a

provincial/territorial government is the primary recipient of goods or services. Government may be an incidental user of the information if it is developed primarily for the use of the recipient or others. This includes:

- a. Developing a business plan for delivery or effective use of Employment Benefits and Support Measures (EBSM) or other labour market programming in a community; or
- b. Undertaking evaluations that are primarily for use by the federal government (where Labour Market Partnerships is used to carry out evaluations for the use of others, it shall not be done on a stand-alone basis, but as a component in an agreement for the development of a plan or strategy); and

7. The funding of activities targeted to children.

### **2.3.1 Labour Market Issues**

Activities funded through LMP must focus on an identified labour market issue. Labour market issues are generally characterized by a current or anticipated imbalance in the labour market between supply (workers) and demand (employers). The imbalance between supply and demand may be an imbalance between available or anticipated jobs and available people (numbers). It can also be about an imbalance between available or anticipated jobs and the skills of available people. The two biggest indicators of a labour market issue are unfilled jobs and high unemployment.

Labour market issues result from such situations as:

1. Industry downsizing;
2. Industry upsizing, new development, relocation;
3. Impact of new technologies;
4. Labour shortages;
5. Shortage of year round job opportunities; and
6. Lack of community and organizational capacity for human resource planning.

Current or anticipated labour market issues may be addressed, improved or prevented through activities related to human resource planning and/or labour force adjustment. Labour market issues are normally of broad community concern and the most effective solutions will result from broad involvement and commitment to addressing the issue.

Typically labour market issues generate interest and concern from a variety of individuals, organizations and levels of government. It is essential that activities supported through LMP involve partners (e.g., individuals or groups of people who recognize that there is a labour market issue, want to address the issue, and are willing to invest time, energy and/or resources to work together to do so).

In addition to the strength brought to the LMP project through broad involvement and commitment, partnership normally results in improved outcomes and follow-up. Although broad involvement is encouraged, the LMP requirement for partnership is satisfied if at least two parties (other than the Department) have demonstrated ongoing commitment to the project.

Individuals who have committed as a partner in support of LMP activities will normally be

representing an organization. In communities with very limited organizational capacity, committed and qualified individuals may be recognized as partners in order to satisfy the partnership requirement.

Satisfactory evidence of partnership includes a tangible indication that each partner is committed to investing time, energy and/or resources (e.g., physical, monetary or in-kind) in the project.

Stakeholders include any organization, government entity, or individual that has a stake or may be impacted by a specific labour market issue. While stakeholders may have interest in an LMP project, unless they actively contribute to the project, they cannot be considered as partners.

In the case of an agreement between the Department and a single business (such as a human resource planning activity with significant labour market implications), partnership can be demonstrated through the active and ongoing involvement in the project of individuals representing specific interests within the business. Normally however, if human resource planning for a single employer is necessary to address a labour market issue, other members of the community will lend their support to the activity as well.

### **2.3 Eligible Costs**

Financial assistance for LMP must be for a finite period of time and for a specific activity directly related to the approved activities of the project. Should the LMP project be part of a broader initiative involving a number of activities, LMP funding must be directly related to the approved activities.

Project costs will be assessed to determine if they are reasonable and appropriate in relation to the proposed project and activities. Depending on assessment, costs will be included or disallowed. When assessing a cost item there are three considerations:

1. Compliance to the program terms and conditions;
2. Does it contribute to the success of the project; and
3. To what extent can it be considered reasonable.

Eligible costs may include (but not limited too) items such as:

Staff Wages;

1. Mandatory Employment Related Costs;
2. Professional Fees;
3. Travel;
4. Telecommunications;
5. Audit;
6. Rent;
7. Utilities;
8. Furniture;
9. Advertising;
10. Postage/Courier;
11. Bank Charges;
13. Insurance;

14. Printing; and
15. Office Supplies.

The eligible cost categories may not be an exhaustive list. Additional costs may be assessed and negotiated, if deemed reasonable and appropriate. Assistance may also be provided in consideration of the central administrative functions of the coordinator's operations that are drawn upon to support agreement activities.

### **3.0 Labour Market Programs Support System (LaMPSS)**

The Labour Market Partnerships Program is administered by the Department using the Labour Market Programs Support System (LaMPSS).

#### **3.1 Registering for LAMPSS**

All employers are required to be set-up as a government vendor so payment can be issued. In addition, once you are a vendor, you will need to register in LaMPSS system to be able to apply online. Please complete your registration on the [Employer Registration](#) page.

After registering, a LaMPSS password and user ID is provided (if you do not have one already) in order to log into the [LaMPSS System](#). It is recommended employers complete this step as soon as possible to avoid delays.

##### **3.1.1 System Requirements**

Before you begin your application, please see [What Are the System Requirements](#) for information on computer compatibility. It provides details on which internet browsers work with the LaMPSS application and what version of Adobe is required. Should you require assistance with using LaMPSS, please contact our Support Group by email at [extorghelp@gov.nl.ca](mailto:extorghelp@gov.nl.ca) during government business hours, or you can call 1-844-252-6777.

### **4.0 Applying for Labour Market Partnerships Program Funding**

Once registered as a LaMPSS user, you can apply for funding online using the self-serve capability through your organization's Home Page using: your supplied Organization number, User ID and Password. Simply go to <https://lampss-org.aes.gov.nl.ca/login/login> to log in and apply.

If you are having difficulty with the process or unable to complete an application for funding online, please contact 1-800-563-6600 or [EmploymentPrograms@gov.nl.ca](mailto:EmploymentPrograms@gov.nl.ca).

Once you have logged into LaMPSS:

1. Click on Organization Home on the left menu bar.
2. Click on Programs and Services under Apply for Funding on the left menu bar
3. Click on Labour Market Partnerships from the list of available programs in the center of the page
4. Click Apply Now
5. Click on Download LMP Program App Form.pdf
6. Click Open

#### **4.1 Completing an Application Form**

This section provides the specific information that you will need to complete the application form outlining required content. Any fields with an asterisk are required and cannot be blank.

Please read this entire Program Guidelines Document. The information contained in this Guide will become part of the contract/agreement with the Province of Newfoundland and Labrador for the delivery of Labour Market Partnerships programs.

##### **4.1.1 Organization Information**

Enter the name and complete mailing address for your organization. If you are applying online, this information will be pre-populated.

##### **4.1.2 Project Details**

Please provide the following:

Project Title	Provide a title specific to this project. For example: "Your Organization's Name – Labour Market Partnerships"
Contact Person	Name, title, telephone number and email address of person(s) to contact for additional information
Agreement Start Date	Provide the proposed start date for project
Agreement End Date	Provide the proposed end date for project

##### **4.1.3 Past Agreements**

Please identify if this application is a renewal of a past agreement and identify the agreement number or

##### **4.1.4 Project Description**

Please provide a brief outline of the project detailing the activities (limit 300 words).

Please include the following in the project description:

1. Labour Market Issue to be addressed;
2. Project Objective;
3. Project activities to be carried out and timelines; and
4. Expected Results.

##### **4.1.5 Agreement Contact**

Specify a person in your organization who can be contacted to further discuss your application (if required).

##### **4.1.6 Language Preference**

Provide your language preference - English or French.

#### **4.1.7 Participants**

Please enter zero as this is not applicable for this program.

#### **4.1.8 Project Location**

Please provide the address information for the location(s) where the project activities will be delivered. If you have not yet secured a location, please enter your main organization address and advise the Department at a later date of the project address.

#### **4.1.9 Project Activities**

The table below outlines the required information for each eligible activity for the Labour Market Partnerships Program. This is the complete set of eligible activities. On your Application Form provide the required information for the activities that you plan to deliver as part of your project.

<b>Research and Planning</b>	
Brief Description	Research and Planning projects around employment-related issues. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
<b>Research and Planning – Community Needs Planning</b>	
Brief Description	Research and planning involving community participation and focusing on the characteristics of the labour market, the strengths of the community and the community's capacity. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
<b>Research and Planning – Curriculum Development</b>	
Brief Description	Development of Curriculum for use in Skill Enhancement activities. Describe how you plan to deliver this activity as part of your project agreement. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take	Identify the location for this activity.

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place	
<b>Research and Planning – Educational Needs Assessment</b>	
Brief Description	Evaluation of the skill enhancement and upgrading needs of a population facing a workforce adjustment. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
<b>Research and Planning- Human Resource Planning</b>	
Brief Description	Development of a human resource strategy that offers solutions to improving or preventing labour market issues. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
<b>Research and Planning- Labour Market Information</b>	
Brief Description	Research and planning projects to develop labour market information. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
<b>Research and Planning- Labour Market Strategies</b>	
Brief Description	Research and planning projects to develop labour market strategies. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
<b>Research and Planning- Materials Development</b>	
Brief Description	Development of Materials for use in Skill Enhancement activities. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).

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Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
<b>Research and Planning- Organizational Needs Assessment</b>	
Brief Description	Evaluation of the skill enhancement and upgrading needs of an entire organization - for example, in order to plan for workplace education needs. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
<b>Research and Planning- Toolkit Development</b>	
Brief Description	Development of Toolkits for use in Skill Enhancement activities. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
<b>Research and Planning- Workforce Adjustment Planning</b>	
Brief Description	Research and planning activities in response to a significant structural change within a community or industry resulting in an imbalance between supply (people and skills) and demand (available and anticipated employment opportunities). Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
<b>Awareness</b>	
Brief Description	Create awareness of employment-related issues in the community. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
<b>Awareness – Employer Engagement</b>	

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Brief Description	Outreach to employers around employment-related issues. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
<b>Awareness – Event Sponsorship</b>	
Brief Description	Sponsor an event to create awareness of programs, services or issues in the community. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
<b>Awareness – Human Resources</b>	
Brief Description	Create community awareness of human resources issues. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
<b>Awareness – Labour Market</b>	
Brief Description	Create awareness of Labour Market Information (trends and activities) in the community. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity
Where does this activity take place	Identify the location for this activity.
<b>Awareness – Partnership Development</b>	
Brief Description	Develop partnerships with businesses, organizations or institutions in order to build community capacity for coordinated response to anticipated HR needs. Describe how you plan to deliver this activity as part of your project agreement. Describe the activities to be carried out (who, what, where, when and why).
Expected Results	Describe the expected results of this activity

Where does this activity take place	Identify the location for this activity.
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#### **4.1.10 Project Participants**

Please enter zero, as this is not applicable to this program.

#### **4.1.11 Project Budget**

The following table outlines all of the eligible cost categories and items for LMP along with a brief description. On your Application Form, enter the total project costs and the amount of funding requested for each category for this project. HST should be calculated and included in each category.

Budget Category	Eligible Costs
<b>Program Delivery</b>	
Salaries	Provide the total amount of requested salaries. Please provide detail about each position in the Itemized Budget Breakdown.
Budget Category	Eligible Costs
Mandatory Employment Related Costs (MERCs)	This category includes all mandatory employment related costs (MERCs) which includes Employment Insurance (EI), Canadian Pension Plan (CPP), and Vacation Pay. These contributions are based on wages, considering maximum yearly contributions.
Other Human Resource (HR) Related Benefits	Includes health and dental insurance premiums and pension/RRSP. A maximum 50 per cent employer contribution will be supported for these benefits.
Worker's Compensation	Cost of WorkplaceNL Premiums.
<b>Operational</b>	
Professional Fees	This category refers to fees paid to professionals who provide service to the project for the benefit of the participants. A breakdown of expected fees is required. This would include Honoraria and Consulting Services.

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Staff Training/ Development	Can include conferences and short-term training courses/programs for staff; must be relevant and reasonable according to the duration of the project. Diploma and complete degree programs are not applicable. Includes associated registration, mileage, meal allowances and accommodation. Limited to conferences in Newfoundland and Labrador and subject to negotiation.
Equipment	This would include those items essential to the project and for the benefit of the participants and costing less than \$1,000. If the cost of the equipment exceeds \$1,000, it would be shown under Capital Assets. Items would include computers, fax machines, photocopiers, furniture, software (including renewals), and disability supports.
Equipment Repairs	Includes repairs to equipment outlined above.
Budget Category	Eligible Costs
Facility Lease / Rent	Please include cost per square foot and comparison to other facilities in the area. Provide a copy of the lease agreement, if applicable. Remember to show clearly how the costs of shared space were determined.
Facility Repairs	Includes applicable repair /leasehold improvements for either non-applicant owned or applicant owned.
Advertising and Promotion	Includes advertising, promotion, signage, brochures.
Materials and Supplies	Please ensure all materials and supplies to be used on the project are included and related to the participant activities. Costs could include supplies and materials required to implement the project.

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Travel	<p>Travel for staff directly delivering the project, includes transportation costs, taxi, or kilometric charges, as per staff travel claims. Due diligence must be demonstrated in reimbursing for overnight accommodations and costs associated with out-of-province travel. These must be negotiated with the Department in advance.</p> <p>Provide details within the financial submission (e.g., mileage rate, reason for travel, number of trips, accommodation and meals). Mileage and meal allowances may be considered up to a maximum of the Provincial Government in province travel rates.</p>
<b>Exceptional</b>	
The following costs may be eligible for reimbursement provided they are directly related to the successful operation of the project.	
Budget Category	Eligible Costs
Capital Costs	<p>Capital costs must be essential to the achievement of the objectives of the project and directly related to participant activities. All assistance provided for capital costs must be on a cost-shared basis. Disposition of any purchased capital assets at the end of the project will be negotiated and documented in the agreement.</p> <p>Equipment which costs \$1,000 or more and which is purchased by the project to assist one or more persons with disabilities, is a capital asset and would be included in this section.</p>
Utilities	Rationale should indicate recent actual amounts.
Conference Registration/Attendance Fees	Costs associated with registering to attend conferences or workshops as part of the project activities.

#### **4.1.12 Project Cash Flow**

Cash Flow is required for all applications. The Cash Flow worksheet can be located at [Cash Flow Template](#).

Please use this template to provide a monthly cash flow estimate of the requested

project expenses. Attach the completed worksheet to your application.

Provide the appropriate signing officers for this project as well as the legal signing requirements for your organization.

#### **4.1.13 Supporting Documentation**

The table below outlines documents that must be included with the project application. Please attach these documents to your application form.

Document	Content
Detailed Project Description	Include a detailed project description along with the completed application form. Outline your objectives, activities with timeline and expected results.
Itemized Budget Breakdown	<p>Please include the budget details on the Itemized Budget Breakdown worksheet located here: <a href="#">Budget Template Supporting Details</a>.</p> <p>Attach this worksheet with you application providing sufficient details and rationale for requested funds to support the request for each cost item. HST should be calculated and included in each category.</p>

#### **5.1.14 Submitting Your Application**

Once you have completed the application including the attachment of all required documentation, the application will be submitted to the Department using the LaMPSS Self-Serve system.

In this section of the application enter the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your application will be submitted.

If you have completed the application form on paper, mail your completed application form and the required attachments to the local Department office. Office locations can be found at [Employment Services Offices](#).

### **5.0 Labour Market Partnerships Reporting Requirements**

The requirements for Activity and Financial reports for LMP will be outlined in your agreement contract. Reports should be completed online using LaMPSS Self-serve functionality. If you require a paper form, contact your Agreement Manager.

#### **5.1 Completing an Activity Report**

This section provides supporting information that you will need to complete the Activity Report.

### **5.11 Reporting Period dates**

Please enter the start and end date for the period this report covers.

### **5.1.2 Organization Information**

Enter the name and complete mailing address for your organization.

### **5.1.3 Project Activities**

For each LMP project activities, please provide the following information for each activity in your Project Agreement:

1. Start Date – Enter the start date of this activity in your project;
2. End Date – Enter the end date of this activity in your project;
3. Activity Description – Enter the description of the activity in your project; and
4. Update/ Status This Period – Describe what activities have occurred during the reporting period.

### **5.1.4 Participants**

Enter zero as it is not applicable to this program.

### **5.1.5 Supporting Documentation**

There are no mandatory documents required; however if you have supporting documents, or if the Department requests specific supporting documents, attach them to your Activity Report.

### **5.1.6 Reporting Notes**

Provide any additional information for this reporting period.

## **5.2 Completing a Financial Report**

This section provides supporting information required to complete the Financial Report.

### **5.2.1 Reporting Period Dates**

Please enter the start and end date for the period this report covers.

### **5.2.2 Organization Information**

Enter the name and complete mailing address for your organization.

### **5.2.3 Project Costs**

Provide the actual costs for each eligible expense for this reporting period. For each approved cost for your project please provide the approved budget, the amount reported and approved in previous financial reports and the amount being reported for this period.

### **5.2.4 Project Cash Flow**

Along with your Financial Report, please provide an updated cash flow estimate for the remainder of the agreement. The Cash Flow worksheet can be located at [Cash Flow Template](#).

Please use this template to provide an updated monthly cash flow estimate for the remainder of the project. Attach the completed worksheet to your Financial Report.

### **5.2.5 Supporting Documentation**

There are no mandatory documents required; however if you have supporting documents, or if the Department requests specific supporting documents, attach them to your Financial Report.

### **5.2.6 Reporting Notes**

Provide any additional information for this reporting period.

### **5.3 Submitting Your Reports**

Once you have completed the Activity and Financial reports they can be submitted to the Department using the LaMPSS Self-Serve system. Enter the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your reports will be submitted.

For any clarification or additional information, please contact your Agreement Manager directly.

## **6.0 Contact Information**

### **6.1 Program Support**

For any program clarification or additional information, please contact your Agreement Manager directly, or call 1- 800- 563-6600 or email [EmploymentPrograms@gov.nl.ca](mailto:EmploymentPrograms@gov.nl.ca).

### **6.2 User Technical Support**

Should you require assistance with using LaMPSS, please email [extorghelp@gov.nl.ca](mailto:extorghelp@gov.nl.ca) or call 1-844-252-6777.